



Forest Heights Police Department Policy and Procedures Manual

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| Subject: | Organizational Structure | | | |
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| Chapter: | 2 | Section: | 1 | Number of Pages: 2 |
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A. Purpose

To establish and document the organizational structure of the Forest Heights Police Department (FHPS)

B. Office of the Chief

1. Commanding the Forest Heights Police Department (FHPD) is the Chief with the rank of colonel, and in his absence by the Deputy Chief. The Chief has the authority to establish appointments and may assign and reassign employees of the FHPD to the duties as determined necessary to serve the needs of the Department, the public, and the Town of Forest Heights.
2. The Chief may designate without examination, to serve at the Chief's pleasure, and with the approval of the Mayor and Town Council, one police employee holding the rank of lieutenant colonel to be Deputy Chief. Notwithstanding any other provision of law, on termination of an appointment, the police employee shall remain in the rank of lieutenant colonel until promoted, demoted, retired, or terminated. The Deputy Chief shall have such authority, responsibility, and duties, as may be assigned by the Chief. In the absence of and as directed by the Chief, the Deputy Chief will administer the affairs and operations of the FHPD and will take managerial action to promote the effective and efficient performance of its responsibilities.
3. In the absence of the Chief and the Deputy Chief, and with the Mayor and Town Council's approval, a Staff Sergeant may serve as Acting Chief and will administer the affairs and operations of the FHPD and will take managerial action to promote the effective and efficient performance of its responsibilities.

C. The FHPD personnel who report directly to, and perform functions as designated by the Chief are:

1. Deputy Chief
2. Staff Sergeants
3. Code Enforcement Officer
4. Police Clerk

D. Chain of Command

1. The Chief is responsible to the Town of Forest Heights Mayor and the Town Council for the effective and efficient operation of the FHPD. The Mayor is the senior civilian Administrator of the FHPD and is responsible for setting public safety policies for the FHPD operations. The Mayor and Town Administrator are not police officers and accordingly are not authorized to interfere with police investigations or operations within the Department. The Town Administrator is a civilian administrator and serves as the Town Personnel Officer.
2. Each police position has a rank designation. Unless otherwise stated, all FHPD communications will follow the chain of command. The FHPD ranks in descending order are:

Chapter 2 Section 1

- a. Chief (Colonel)
 - b. Deputy Chief (Lieutenant Colonel)
 - c. Staff Sergeant
 - d. Corporal
 - e. Patrolman First Class (PFC)
 - f. Officer (On Probation)
3. The Code Enforcement Officer is a civilian position that reports to the Chief.
4. The Police Clerk is a civilian position that reports to the Chief.